

GATE PARENT/STUDENT COORDINATOR

DEFINITION

Under general supervision performs a wide variety of difficult and responsible clerical duties related to the GATE program and student testing for GATE.

DISTINGUISHING CHARACTERISTICS

This position classification performs tasks with a high degree of independence exercised in the completion of assignments and testing students.

ESSENTIAL FUNCTIONS

Organizes, administers, screens, and scores DCAT tests and disseminates results to Principals, teachers, and parents.

Screens all SAT scores.

District coordinator for Academic Talent Search testing administered by CSUS.

Performs a wide variety of difficult clerical work, including typing, checking and recording information, compiling information, preparing reports, and maintaining file systems.

Maintains records of budgetary accounts.

Attends meetings, records minutes, and distributes minutes.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and telephone techniques; correct English usage, spelling, grammar and punctuation; basic mathematical concepts.

Ability to:

Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of situations; perform responsible and difficult clerical work with accuracy and speed; compile, maintain and submit accurate and complete records and reports; make accurate arithmetical calculations and maintain basic accounting records; meet the public, students, and school officials tactfully and courteously and to answer questions or obtain information over the counter or by telephone; type at a speed of 40 wpm;

Experience:

Two to three years of increasingly responsible and technical clerical work.

Education:

Equivalent to completion of twelfth grade.